

**OPEN SOURCE VOTING SYSTEM
TECHNICAL ADVISORY COMMITTEE**

Christopher Jerdonek, Chair
Roan Kattouw, Vice Chair
Carl Hage
Brandon Philips
Tony Wasserman



**ELECTIONS COMMISSION
*City and County of San Francisco***

Don Chan, Secretary

January 14, 2019

To: Elections Commission

From: Open Source Voting System Technical Advisory Committee (OSVTAC)

RE: OSVTAC Report #5 (January 2019)

This is the fifth report of the Open Source Voting System Technical Advisory Committee (OSVTAC, or TAC) to the Elections Commission, which TAC's Bylaws say TAC shall provide to the Commission at least once in every four-month period.

Below is a description of the TAC's activities since the last report dated September 6, 2018. Prior reports to the Commission are available at <https://osvtac.github.io/communications>.

Meetings

Since its last report, the TAC has had five regular meetings, all of which were held at City Hall:

- Thursday, September 13, 2018 at 6pm in Room 421
- Thursday, October 11, 2018 at 6pm in Room 421
- Thursday, November 8, 2018 at 6pm in Room 421
- Thursday, December 6, 2018 at 6pm in Room 479
- Thursday, January 10, 2019 at 6pm in Room 421

The minutes and YouTube recordings for these and all previous meetings can be found at <https://osvtac.github.io/past-meetings>.

Starting with the September 13 meeting, the YouTube recordings were posted as video rather than audio.

Committee composition

At its Wednesday, October 17 meeting, the Elections Commission voted unanimously to appoint Brandon Philips to fill TAC's lone vacancy. There were seven applicants for the seat. Member Philips's first TAC meeting was on November 8.

Civil Grand Jury Report “Project Page” Recommendation

The 2017-2018 Civil Grand Jury Report “Open Source Voting in San Francisco” recommended that TAC do the following (on page 22):

R3. Recommends the Election Commission's OSVTAC should organize and maintain a website to serve as an informational portal on the OSV project. This should include links to (and summaries of) all reports written on the subject (including by the SoS, EC, OSVTAC, CGJ, Slalom, BoS). This resource should be completed by October, 1 2018, and be updated consistently. (F2, F3)

Before October 1, 2018, TAC created a page on its website to fulfill this recommendation and has been keeping it current. It can be found here under the "OSV Project" tab of TAC's main page: <https://osvtac.github.io/project/>

Written Statements

At its September 13 meeting, the TAC voted unanimously to adopt two statements, both of which were sent to the Elections Commission on September 18. They were on the topics of—

- “Project Manager Hiring”
- “Project Ownership and Project Management”

The two statements are included as attachments to this document and can also be found on TAC's website here: <https://osvtac.github.io/communications>.

Project Manager Hiring

At its October 11 meeting, TAC learned that no TAC member would be allowed to participate in the interview process for the Project Manager position. As a result, TAC instead came up with five questions for the hiring committee to ask the candidates. TAC voted on and approved the questions unanimously. The questions were—

1. List some open source projects you've contributed to and your involvement in them. This can include contributing or reviewing code, filing issues, participating in discussion forums, or project leadership.

2. Tell us specific agile practices you've used, and which ones you would consider using for this project and why.
3. If the project were developed incrementally using multiple sources (e.g. vendors, internal developer teams, open source projects, etc), how would you coordinate the development to ensure that the deliverables will integrate well and resolve issues between the various suppliers?
4. In your previous project management experience, describe some of the problems you've had to handle concerning changes in requirements, non-delivery of components, personnel, etc. and how you've addressed or responded to them.
5. How would you involve the public in the design, development, testing, and documentation of San Francisco's project?

The questions were sent to Director Gerull shortly after TAC's meeting.

Discussion with Director Gerull

Executive Director of the Department of Technology and City CIO Linda Gerull attended TAC's November 8 meeting to discuss the Department of Technology's current plan for the Open Source Voting System Project. The discussion was productive, and TAC looks forward to continuing the dialog with Director Gerull and her team.

Open Source Voting System Development

The TAC continued work on its open source, proof-of-concept work on voting system components. This includes work on an open source election results reporter ("ORR") and code to convert San Francisco election data into a form useable by ORR.

Member Philips also began exploring using machine learning to interpret digital images of hand-marked paper ballots.

TAC's GitHub repositories can be found under its GitHub account here:

<https://github.com/OSVTAC>

Contributor License Agreements (CLA's)

TAC began a more detailed discussion of Contributor License Agreements (CLA's) and the related concept of Developer Certificates of Origin (DCO's). CLA's and DCO's are both mechanisms related to copyright over open source work.

TAC would like to resolve this issue before starting to accept open-source contributions from the public. This is also an issue that the City's larger project will need to resolve and make a decision on. Chair Jerdonek began discussing the issue with the Commission's Deputy City

Attorney to make sure that any legal agreements that TAC chooses would work for the City and County.

Development of recommendations document

The TAC continues to work on its recommendations document. The current version can be found here: <https://osvtac.github.io/recommendations>.

Member activities

Chair Jerdonek and Member Kattouw both observed the Logic and Accuracy (L&A) Testing of the Optech Insight machines at Pier 48, Shed B.

Member Kattouw and Member Wasserman both observed the Department of Elections' random selection of precincts for the 1% Public Manual Tally.

Chair Jerdonek also served again as a polling-place inspector.

Attachments

1. "Statement on Project Manager Hiring"
2. "Statement on Project Ownership and Project Management"

**OPEN SOURCE VOTING SYSTEM
TECHNICAL ADVISORY COMMITTEE**

Christopher Jerdonek, Chair
Roan Kattouw, Vice Chair
Carl Hage
Tony Wasserman



**ELECTIONS COMMISSION
*City and County of San Francisco***

Don Chan, Secretary

September 18, 2018

To: Elections Commission
From: Open Source Voting System Technical Advisory Committee (OSVTAC)
RE: Project Manager Hiring

The Open Source Voting System Technical Advisory Committee (OSVTAC) voted unanimously at its September 13, 2018 meeting to adopt the following statement.

Statement on Project Manager Hiring

We (OSVTAC) think the Department of Technology and the Department of Elections have done an excellent job writing the job description for the Senior Technical Project Manager position for the open source voting project, and we hope that a good pool of candidates applies.

We are particularly concerned that the interview process makes certain that the chosen candidate has previous experience in managing agile projects, working with open source projects, and, ideally, writing and evaluating requests for proposals (RFPs). We would be glad to help in the interview and/or selection process as needed.

**OPEN SOURCE VOTING SYSTEM
TECHNICAL ADVISORY COMMITTEE**

Christopher Jerdonek, Chair
Roan Kattouw, Vice Chair
Carl Hage
Tony Wasserman



**ELECTIONS COMMISSION
*City and County of San Francisco***

Don Chan, Secretary

September 18, 2018

To: Elections Commission
From: Open Source Voting System Technical Advisory Committee (OSVTAC)
RE: Project Ownership and Project Management

The Open Source Voting System Technical Advisory Committee (OSVTAC) voted unanimously at its August 27, 2018 meeting to adopt the following statement.

OSVTAC prepared this statement to inform the discussion of project ownership sparked by the San Francisco Civil Grand Jury's report "Open Source Voting in San Francisco."

Statement on Project Ownership and Project Management

The following paragraphs summarize well the key differences between a project owner and project manager:

What's the difference between these two roles? Here's the short version:

- The Project Owner looks at the big picture.
- The Project Manager looks at the daily details of the project.

Here's a slightly different way to look at it:

- The Project Owner is in charge of defining the scope of the project, the "What?" and the "Why?". [The Project Owner is] responsible for collecting all the requirements for a product.
- The Project Manager is in charge of getting things done, the "How?" and the "Who?". The Project Manager is responsible for completing the project within an established time and budget.

(from "What's the Difference Between a Project Owner and a Project Manager?"
<https://upstreamplugin.com/difference-project-owner-project-manager/>)

The role of project owner shares some characteristics with the role of “product owner” in Scrum (one of several agile methodologies). In Scrum, the product owner is the “domain expert.” The following paragraph summarizes some more of these shared characteristics:

The Scrum product owner is typically a project's key stakeholder. ... The product owner is commonly a lead user of the system or someone from marketing, product management or anyone with a solid understanding of users, the market place, the competition and of future trends for the domain or type of system being developed.

(from “Product Owner”

<https://www.mountangoatsoftware.com/agile/scrum/roles/product-owner>)

The relationship between a project owner and project manager is very similar to the relationship between a home owner and general contractor when doing home repairs or building a home. The home owner is the customer who expresses what he or she wants, and the general contractor is the one responsible for coordinating the work and getting the job done (e.g. hiring subcontractors, meeting deadlines, etc).

In the context of San Francisco's open source voting project, the Department of Elections naturally fills the role of project owner as the domain expert, key stakeholder, customer, and eventual user of the system. If the Department of Technology is responsible for managing the project, it would fill the institutional role of project manager.